

## **PROBATION AIDE**

### **DEFINITION:**

Under immediate supervision, to perform paraprofessional support work for professional probation managers and officers that involves data gathering, computing, reporting and interpreting; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

Probation Aide is a paraprofessional class under the supervision of professional managers or probation officers. Incumbents follow pre-established and repetitive research and data collection methods, and organize it into a predefined form in preparation of analysis by professional probation staff. This class is distinguished from Administrative Trainee in that the latter class is the entry-level class for the professional Administrative Assistant series and receives assignments of increasingly greater responsibility. Probation Aide is distinguished from Senior Clerk in that the former class deals with technical rules and regulations and has regular inter-agency interactions.

### **EXAMPLES OF DUTIES:**

Compiles, computes, calculates and summarizes data following predefined guidelines; records data, and creates progressive data summaries using automated equipment; contacts other agencies to verify, gather, exchange and update data; prepares charts and graphs; coordinates requests and/or the exchange of information from other departments, community and private agencies or the public; prepares written correspondence or responds verbally to routine inquiries; gathers and summarizes information and statistics on departmental operations; assists professional staff with the administration of departmental programs, policies and procedures (including urinalysis testing); may recommend policy and procedural changes for approval; drafts recommended manual changes; may serve on task forces; may receive and verify information received from parents, wards and probationers and perform records research to verify citizenship and age to determine eligibility for programs and possible cost recovery; may complete State, Federal and private agency claim forms required to recover costs for services; may assist in the preparation of information bulletins, press releases, conferences and other materials.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Criminal justice system and its operation in San Diego County.
- Responsibilities, operations and functions of the Probation Department.
- Administrative and operational policies and procedures of the Probation Department.
- Data collection and statistical methods used in data analysis.
- Techniques and methods to inform and distribute information to the public.

#### **Skills and Abilities to:**

- Compile, calculate and summarize data.
- Analyze and draw conclusions from data and make recommendations.

- Receive, organize and prioritize work from a variety of sources.
- Read, comprehend, and follow complex procedures, policies and regulations.

**Skills and Abilities to:**

- Perform data collection, arithmetic and statistical calculations.
- Prepare written summaries, charts and correspondence independently.
- Utilize computer equipment to produce work.
- Research, identify and utilize resource materials effectively and efficiently.
- Communicate effectively in English, both orally and in writing.
- Proofread accurately.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience that clearly demonstrate possession of the knowledge and skills stated above. Examples of such education and experience are:

1. Two (2) years full-time, paid experience performing paraprofessional or difficult and complex clerical work independently (e.g., Senior Clerk, Eligibility Technician, Revenue and Recovery Officer, Records Clerk, Patient Services Specialist); OR,
2. One year of the experience described above and an associate of arts degree (or higher) from an accredited college or university (preferably in business administration, accounting, mathematics or a related field).

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check and a polygraph examination.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months. (Civil Service Rule 4.2.5)